



**MOTT HALL HIGH SCHOOL (M304)  
DISTRICT 5  
COMMUNITY ASSISTANT**

**Position Summary:** Mott Hall High School seeks a Community Assistant willing to work towards building bridges between the school and the community-at-large. The Mott Hall High School was founded in September 2004 and is dedicated to the academic and personal development of students who will become life long learners and our future leaders.

We seek an individual who is committed to community development and collaboration. The Community Assistant will support the school in its efforts to increase and maintain communication between the school and its community partners.

**Reports to:** School Principal

**Direct Reports:** N/A

**Key Relationships:** Act as program liaison with appropriate school staff to support advisories and the implementation of advisory-based activities, e.g., internships, field trips, town hall meetings, conflict resolution and programming.

**RESPONSIBILITIES:**

- Assist in all community service projects in the building.
- Participate in all activities planned through the Gramercy Neighborhood Association, Ed Alliance and other community organizations.
- Liaison between Day School and After-School Program in the building.
- Help to develop and maintain communications and student involvement with local community organizations.
- Serve as the point person in coordinating excursions to educational and recreational facilities for students.
- Available for any other similar projects as directed by the Principal.
- Maintain program records and files.
- Perform related work.

**QUALIFICATIONS**

**Minimum Requirements**

- High school graduation or equivalent and experience in community work or community centered activities in an area related to duties described above; or
- Education and/or experience which is equivalent to above.

**Preferred**

- Ability to develop and/or implement community action projects.
- Demonstrated experience with conflict resolution and case management.
- Ability to engage with a wide array of learners with varying learning styles (including English language learners and students with IEPs).
- Demonstrated program management skills.
- Ability to communicate effectively with colleagues, parents and students.

**Salary:** \$25,288 +

**Application:**

Interested candidates meeting the appropriate qualification requirements should contact us at your earliest convenience by submitting an up-to-date resume and cover letter no later than October 21, 2008 to:

Blaine Walton, Principal  
Mott Hall High School (M304)  
6 Edgecombe Avenue  
New York, NY 10030  
Fax# 212-690-5047

**Or via e-mail [BWalton@schools.nyc.gov](mailto:BWalton@schools.nyc.gov)**

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court

Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at  
"<http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm>."